



South Carolina Department of Health
and Environmental Control

November 9, 2007

MEMORANDUM

TO: MAI Funding Recipients

FROM: Leigh Williamson, Program Coordinator
Ryan White Part B, HOPWA

SUBJECT: 2008 MAI Reporting Schedule

Due Date	Report Description
2/15/2008	<ul style="list-style-type: none">▪ PDR (reporting period 01/01/07 – 12/31/07)▪ MAI Mid-Year MAI Programmatic Report (reporting period 8/01/07-1/31/08)▪ MAI Quarterly Expenditures Report (reporting period 8/1/2007-1/31/08)*
5/15/2008	<ul style="list-style-type: none">▪ MAI Quarterly Expenditures Report (reporting period 2/01/08-4/30/08)
8/15/2008	<ul style="list-style-type: none">▪ MAI End-of-Year Programmatic Report (reporting period 8/01/07–7/30/08)▪ MAI Quarterly Expenditures Report (reporting period 5/1/08-7/30/08)▪ MAI End-of-Year Expenditures Report (reporting period 8/01/07-7/30/08)

Please run your reports as early as possible to avoid last minute requests for technical assistance. **Send the above reports to Leigh Williamson via e-mail (WILLIAL2@dhec.sc.gov)**. Thanks for your help. Call if you have questions.

*Since funding was awarded at the end of the first quarter, quarterly financial reports will begin at the grant mid-year. Please combine the first two quarter's expenditures on the 2/15/2008 financial report.